

Site and Records Administrator

THE COMPANY

Tyr Energy, Inc. (TEI) owns equity interests in North American independent power projects (IPPs) throughout the United States and provides asset management services to many of its projects through its Tyr Energy, LLC (TEL) subsidiary. TEI represents the North American cornerstone of the ITOCHU Corporation global IPP strategy. Worldwide, ITOCHU owns interests in or develops independent power facilities across the globe, with particular focus in Asia and Europe. TEI is actively pursuing additional acquisition and development opportunities with a focus in North America and potential expansion to Latin America.

Tyr Energy Construction Management, LLC (TECM), a wholly owned subsidiary of TEL, is now seeking onsite support during the construction of the Hickory Run Energy Center, LLC (HREC), a 1000MW two-on-one natural gas fired power generation project near New Castle, PA which is north of Pittsburgh, PA. Preference will be given to local candidates.

SPECIFICATIONS

The Site and Records Administrator (“Administrator”) will report to the owner’s representative Site Manager, although reporting responsibilities will also require direct communications with, and assignments from, corporate office personnel. This will be a full time assignment. Start could be as early as August 2017 and the assignment is expected to last between 30 and 36 months. An individual who performs this function successfully during construction may be considered for a full time position at the operating plant upon project completion.

The HREC project will include the receipt of hundreds of documents from the construction contractors, engineers, and equipment vendors, including but not limited to correspondence, specifications, drawings, equipment lists, plans, and test reports. In almost all cases, there will be multiple revisions of the documents. Documentation needs to be organized and transmitted to the owner in electronic format or uploaded to a shared file site for downloading by the owner. The Administrator will therefore maintain an electronic file structure for organizing, archiving and retrieving all construction related documents. The Administrator will also administer the owner's representative field office, performing such duties as ordering of office supplies, coordinating travel and meetings, receiving and making telephone calls, receiving visitors, and arranging office services such as trash collection, telephone/internet service, janitorial, and information technology (IT).

July 6, 2017

Prior document management and office administrative experience is required. Other specifications include:

- A safety mindset with demonstrable ability to identify safety issues and respond to same.
- Ability to work closely and collaboratively with owner representatives, site managers, contractors, suppliers, regulatory representatives, and others directly involved in the construction project.
- Ability to communicate effectively and efficiently in English through both oral and written communications.
- Ability to work effectively and efficiently under tight deadlines.
- Strong teamwork skills.
- Results orientation, working with integrity across cultures and disciplines.
- Strong organization, independent judgment, and decision making skills.

Interested parties should provide a resume and desired compensation to TyrEnergyConstruction@tyrenergy.com.